



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-1/8476

Date: 15 October, 2026

Md Mahbubur Rahman (43444)
Passport No. B00544719
Senior Principal Officer (Manager)
Sonali Bank PLC
Bogura Bazar Branch
Bogura, Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.

Dear Sir,

Please refer to the letter no. 770 dated 05 October, 2026 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Bogura, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with permission to visit K.S.A. for performing Holy Omrah under the following terms & conditions:

Terms & Conditions :

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
6. During your sanctioned leave period Ms. Rukhshan Ara Parvin (43133), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Bogura Bazar Branch, Bogura will take over the charge of the branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Bogura.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Bogura-North, Bogura with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
03. Manager, Sonali Bank PLC, Bogura Bazar Branch, Bogura.
04. Ms. Rukhshan Ara Parvin (43133), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Bogura Bazar Branch, Bogura. She will take over the charge of the branch during the sanctioned leave period of Mr. Md Mahbubur Rahman.
05. Immigration Officer, All Airports, Bangladesh.
- ✓ 06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

Assistant General Manager

www.sonali-bank.com.bd

Sonali Bank PLC

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